



DEPARTMENT OF THE ARMY  
HEADQUARTERS, AREA I SUPPORT ACTIVITY  
UNIT 15707  
APO AP 96258-0707

REPLY TO  
ATTENTION OF:

EANC-A1-CPAC

04 October 2001

SUBJECT: Area I CPAC Update 10 -01

1. In an effort to ensure Area I Federal employees are kept informed of various Personnel issues we will be publishing updates on major Personnel issues, staffing, compensation, overseas entitlements and benefits, recruitment procedures, travel entitlements, classification issues, PPIs, etc. Future updates will contain current information specific to a particular function.

2. **New Addition to the Area 1 CPAC Staff.** We would like to welcome **Ms. Kim, Hyang-hui**, Travel and Allowance Assistant, to our Staff. Ms. Kim was previously employed at DPW as a Work Order Clerk. We look forward to Ms. Kim spending many long and happy years with us. We would also like to thank Ms. Chin, Hyon-chong for doing such a good job filling in after the loss of Mr. Kim, Kon-pae.

3. **Conversion to Modern Defense Civilian Personnel Data System (DCPDS).** Deployment of the Modern DCPDS is still on track for **12 October 2001**. The Modern DCPDS is the result of Program Decision Memorandum 7111, dated 5 December 1994, which mandated the development of a single automated civilian personnel data system for use by all components of the Department of Defense (DoD). The "Modern System" is intended to be a user-friendly, windows based system, which will replace the current Personnel Process Improvement suite of software tools, commonly referred to as PPIs (PERSACTION, COREDOC, Regional Applications and TRAIN), and the Legacy Defense Civilian Personnel Data System (DCPDS). The conversion to Modern DCPDS will include all appropriated, and Korean Nation (KN) civilian personnel actions.

NAF actions for US employees will not deploy on 12 October 01 as previously scheduled. Until further notice, NAF actions will be submitted using the hard copy DA 4017. The functionality to initiate a RPA (Request for Personnel Action) is not operable for US NAF actions. Actions will however, be processed through the Modern System. When the functionality becomes available, you will be informed. It is still scheduled to work the same as the APF and KN modules.

4. **Biometrics Identification System (BIDS) Identification Card (ID).** Effective 1 May 2001, all U.S. civilian and Korean National employees were required to register in BIDS. This required consenting to the capture of Digitized Fingerprint Minutia Data. Once registered in BIDS, the date the system will expire is based on your tour expiration date. This means, you will need to take a current letter of employment when your tour is extended to also extend your dates in BIDS.

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5. **System Access Nomination and Authorization Request (SANAR) Required for Access to Modern System.** SANAR Form (SFCP-PSM Form 2 (Rev 19 Dec 2000)) must be completed by all current PPI users before they can be granted access to the Modern System. The required SANAR Forms will be disseminated to all who attend the Modern training. Suspense date of 28 September 2001 to return the forms to the CPAC has already passed but we will still accept the forms and forward them to CPOC. Without the completed forms, no accounts will be issued. The SANAR Forms can also be found on the CPOC Home Page at: <http://cpoc-www.korea.army.mil>. Click on **Tools** Directory.

6. **Home Leave.** Employees recruited for overseas duty from the United States and who may accumulate 45 days of annual leave under section 6404(b) of title 5, United States Code, are entitled to earn, and may be granted home leave. Home leave may be used **only** in the U.S., the Commonwealth of Puerto Rico, or the territories and possessions of the U.S. An employee is eligible to use leave entitlements only when he/she has completed 24 months of **continuous service abroad**. Home leave is earned and credited on a monthly basis. Earning rates range from 5 days per 12 months at posts with Foreign Post Differential rates of less than 10 percent (0-5%FPD). Home leave may be used in combination with other leaves of absence but cannot be used as terminal leave or as the basis for a lump-sum payment. There is no limit on accumulation of home leave.

**NOTE:** Home leave is not connected to Renewal Agreement Travel (RAT).

7. **Modern System's "Gatekeeper" Will Help Managers.** The Modern System, is a user-friendly system based on a commercial, off-the-shelf product, which uses a graphical Windows environment with drop-down menus, point-and-click maneuvering, and cut-copy-paste capability. Currently being developed for use with the Modern System, is an automated checklist that prompts users to provide information relevant to the requested personnel action called the "Gatekeeper Checklist". When a manager generates a Request for Personnel Action (RPA), such as filling a position or reassigning a person, the system will prompt the user-friendly Gatekeeper Checklist. The checklist has a series of questions relative to the personnel action the manager requested and many of the questions have a drop-down menu with a list of potential answers the manager can select from. As the RPA moves through the routing process, each user - manager, resource manager and CPAC advisor - can add and update the required information on the checklist. During April 2001, the Southwest CPOC began conducting a full operational test of the Gatekeeper Checklist. Once the test is successfully completed, the checklist will be made available to all CPOCs using the Modern System.

8. **Renewal Agreement Travel (RAT).** RAT is an entitlement earned by employees who are recruited from the United States, and in some cases locally hired employees, who are serving under a transportation agreement. To be eligible for RAT an employee must have satisfactorily completed his/her overseas tour of duty and signed a new agreement to serve another tour of duty in Korea or at another overseas location. For Area I activities, unless otherwise requested, the required overseas tour of duty is 12 months. For employees with an approved accompanied tour, the overseas tour of duty is 24 months. An employee who is extended for less than 12 months or 24 months is ineligible for RAT. Although an employee will not be denied RAT at Government expense, except under specified circumstances, the time at which RAT is granted is subject to approval by management.

Employees on a 24 month tour are eligible to take RAT in the 23 month or any time during the 11 months following the extension. In other word, you must have 12 months remaining on your tour when completing RAT. There is an exception or extension given for employees on a 1 year tour. If the employee is engaged upon a project which will be completed within a reasonable time, there is a temporary shortage of personnel, or for other cogent reasons, the employee may be requested to postpone his renewal agreement travel for a reasonable period not in excess of 90 days. Likewise, an employee may request an extension of the initial tour to permit scheduling of leave to accommodate slack periods, school vacations, other personal or job related reasons acceptable to and approved by the overseas command concerned. While tour renewal agreement travel is ordinarily performed between tours of duty outside CONUS, travel at a later date within a tour of duty may be authorized or approved by the overseas command concerned. In such case the employee's tour of duty will be extended by the period of time required to perform the tour renewal agreement travel. An information sheet on RAT is sent out with tour extension packages and can also be picked up at the Area 1 CPAC. Additional RAT information can be found on the Internet at: <http://www.dtic.mil/perdiem/jtr/jtr-c4.txt>. Questions regarding RAT should be addressed to the CPAC, at DSN 732-6090.

9. **Federal Employee Health Benefit (FEHB) Open Season.** Open season for appropriated fund Federal Civilian will be 12 November through 10 December 2001. During the FEHB Open Season, eligible employees may enroll, change health plans or options, and cancel your FEHB enrollment. You may also change your participation in premium conversion (waive or begin participation), and add eligible dependents not already covered and remove family members no longer eligible for enrollment. Employees may enroll from Self only to Family Option or from Family Option to Self only. Changes made during Open Season will become effective 13 January 2002. Employees who wish to participate in the FEHB Open Season must log on to the Army Benefits Center at <https://www.abcmil.com>. You may view the different health plans by logging onto the OPM Web Site at <http://www.opm.gov/insure/>.

10. **Increase in the amount for On The Spot Cash Award (OTS).** Memorandum from the Office of the Assistant Secretary of the Army, Manpower and Reserve Affairs, dated 9 August 2001, authorized the increase of an OTS cash award from \$25 to \$250 to the amount ranging from \$50 to \$500, effective immediately.

11. **Changes In Severance Pay for KN Employees.** EUSA Memorandum date 18 September 2001 states that effective 1 October 2001, all full-time and part-time APF and NAF employees, including those of invited contractors will be eligible for severance pay. Newly hired employees, if terminated with less than one year of service, are not eligible for severance pay. Full-time employees hired on or after 1 October 2001 and part-time employees newly eligible for severance pay, whose service computation is less than one year as of the annual cutoff date as shown in subparagraph 8-11c(7) of the USFK Regulation 690-1, will not receive the prorated severance pay until they complete one year of service. The payment will be made in the month following the pay period in which they fulfill one year of service. Full-time employees hired prior to 1 October 2001 are already eligible for severance pay and will receive severance pay as described in Paragraph 8-11 of USFK Regulation 690-1. Part-time employees hired prior to

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October 2001 will receive full or prorated severance pay for their respective qualifying period depending on their date of appointment.

12. **APPRAISAL PERIOD FOR GS/WS 9 –12.** The ending date for GS/WS 9-12 appraisals is 31 Oct 01. Army Regulation 690-400, Chapter 4302 (Total Army Performance Evaluation System or TAPES, along with block by block guidance for completing the rating (click on MER), can be found on the CPAC web page at <http://www-area1.korea.army.mil/cpac/cpac.htm>. The completed ratings are due at CPAC as soon as possible after the ending date, but NLT 15 Dec 01. The Rater must obtain the Senior Rater & employee's signature before sending to the CPAC. The Senior System Support Form (DA Form 7222-1) and the Senior System Civilian Evaluation Report (DA Form 7222) are available on Form Flow. Support Forms must be in place a minimum of 120 days before a rating can be done. If not in place, it may be necessary to extend the rating period. Such extensions should be processed as soon as possible. For questions on specific ratings, please contact Al Tanner at 732-7873 or by email at [tannera@crc-cpac.korea.army.mil](mailto:tannera@crc-cpac.korea.army.mil).

13. **REMINDER TO ALL EMPLOYEES/SUPERVISORS:** All employees with use or lose leave should have that leave scheduled NLT 2 Dec 2001 for use before the end of this leave year (12 Jan 2002) to avoid forfeiture. Annual Leave forfeited because it was in excess of the maximum amount permitted for carry over into the next leave year may be restored under certain circumstances (e.g. exigency of the public business, employee sickness, etc.). Such forfeited leave may be considered for restoration only if the annual leave **was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year (5 CFR 630.308)**. The denial of use or lose leave should be extremely rare and based only on a true emergency need. For additional information or clarification please contact Al Tanner, 732-7873; email [tannera@crc-cpac.korea.army.mil](mailto:tannera@crc-cpac.korea.army.mil).

//signed//  
MAGGIE L. THOMAS  
Chief Personnel Service Branch